Approved For Release 2008/09/02 : CIA-RDP85B01152R000801050001-5

DDA Registry
83-4681

DDA 5085

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Office of the Deputy Director for Administration Records Control Schedule

25X1 FROM		EXTENSION	NO.
25X1 Agency Records Management Officer 1236 Ames Building			DATE 27 OCT 1983

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Records Management Officer, O/DDA 7D18 Headquarters	10/28/83	10/31/83	Com	1. For concurrence.
2.				DDA REGISTRY FILE: 70-4
3. Records Management Officer, DDA 7D18 Headquarters	31 OCT 1983			3. For concurrence.
4. EO/DDA	31 OCT 1983	31 OCT		
A/DDA		1 NOV 1983		
5. Deputy Director for Administration 7D24 Headquarters	1 NOV 1983			5. For approval.
6.				
7.				3 to 4 and 5: The attached Records Control Schedule (RCS) is a significant milestone in the DA records program. The first 20 items apply to all DA components so for the first time, we have some uniformity in the Directorate. Item No. 21 was added to cover a special situation in the ODDA. Items 22, 23, and 24 are added to cover the record holdings of the Safety Staff. A volume is only required for permanent records. This schedule reflects that volume for the ODDA. If I can answer any questions, please give me a call.
8. Return to:				
9. Agency Records Management Officer 1236 Ames Building				
10.				
11.				
12.				
25X1 13.				
14.				Attachment
15.				

FORM 1-79 610 USE PREVIOUS EDITIONS

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S-E-C-R-E-T

83-4681

October 27, 1983

MEMORANDUM FOR: Deputy Director for Administration

THROUGH: O/DDA Records Management Officer
DDA Records Management Officer

25X1

FROM: [redacted]
Agency Records Management Officer

SUBJECT: Office of the Deputy Director for Administration
Records Control Schedule

1. Attached for your review and approval is the Office of the Deputy Director for Administration Records Control Schedule. An abbreviated version of this schedule will be submitted to the National Archives and Records Service (NARS) for final approval by the Archivist of the the United States, based on NARS review of the attached full-text version.

2. Following approval by the Archivist, a copy of both versions of the schedule will be forwarded to the Senate Select Committee on Intelligence (SSCI). Records may not be destroyed under the approved schedule until a 60-day period established for SSCI comment has expired.

25X1

[redacted]

83-4681

Attachment:
As stated

UNCLASSIFIED When Separated
From Enclosure

S-E-C-R-E-T

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SUBJECT: Office of the Deputy Director for Administration Records Control Schedule (DDA 83-4681)

CONCUR:

25X1 [redacted]
O/DDA Records Management Officer — 31 October 83 Date

25X1 [redacted]
DDA Records Management Officer — 31 OCT 1983 Date

APPROVED:

25X1 [redacted]
Deputy Director for Administration — 11-1-83 Date

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25X1

DDA/OIS/RMD/RSB/ [redacted] gj (25 Oct 1983)

Distribution:

Original - RSB Subject: ODDA RCS w/att
1 - Addressee wo/att
1 - O/DDA RMO w/att
1 - DDA/RMO w/att
1 - RMD Chrono wo/att
1 - RSB Chrono wo/att

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